

**M e m o r a n d u m**

Date: June 18, 2010

To: Office of Legal Affairs

Attention: K. A. Hunter, General Counsel

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A07146.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Office of Legal Affairs was conducted on February 5, 2010. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles, was completed by the Property Inspector (PI) on April 20, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, and fleet (see Attachments B, C, and D). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 38 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 26 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	35	92.11%	22.11	23
<b>Telecommunications</b>	2	5.26%	1.26	2
<b>Fleet</b>	1	2.63%	0.63	1
<b>Total</b>	38			26

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 25 of the 26 items were located. One item was transferred to another command. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 9 of the 13 items reconciled. Four items located at the Office of Legal Affairs were listed on another command's inventory report; however, the Office of Legal Affairs had CHP 266 Credit Memo – Equipment forms on file that recorded the transfers. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through my Office by September 15, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Office of Legal Affairs  
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June 18, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

  
M. C. A. SANTIAGO, CIG, CLEA  
Deputy Commissioner

Attachments

cc: Office of the Commissioner  
Fiscal Management Section  
Office of Inspections, Audits Unit

# ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL  
OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
Office of Legal Affairs  
April 20, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
FACSIMILE MACHINE MOD 1550MC P047D5234	99958				X		Item transferred, CHP 266 attached.
COMPUTER	139996		X				Item located on-site. CHP 266 and CHP 24 attached for the transfer.
PRINTER	148502		X				Item located on-site. CHP 266 and CHP 24 attached for the transfer.
LAPTOP	148825		X				Item located on-site. CHP 266 and CHP 24 attached for the transfer.
COMPUTER	160790		X				Item located on-site. CHP 266 and CHP 24 attached for the transfer.

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL**  
**2010 ICU PROPERTY RECORD INSPECTION REPORT**  
**Office of Legal Affairs**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>								
1	104572	PRINTER LASERJET 5N	USLC005605	X				
2	107280	PRINTER LASERJET 5N	JPKG032084	X				
3	113667	PRINTER	USQL030558	X				Item inspected. A CHP 266 was prepared during inspection to transfer item to 001 Commissioner's Office.
4	130010	PRINTER	CNBX100134	X				
5	130052	PRINTER	CNDX800050	X				
6	134847	LAPTOP	0032694707					
7	135083	PRINTER	USGNS43483	X				
8	143429	COMPUTER	2UB54603HF	X				
9	146575	LASER FAX MACHINE		X				
10	150008	COMPUTER	2UA7221DLK	X				
11	150444	TV/DVD/VCR COMBO 20"		X				
12	152310	FAX MACHINE	U61278B7J981061	X				
13	152311	FAX MACHINE	U61278B7J981048	X				
14	164609	COMPUTER	MXL8330JD8	X				
15	164610	COMPUTER	MXL8330JF8					
16	164659	COMPUTER	MXL8330JHH	X				
17	164660	COMPUTER	MXL8330JKC	X				
18	164662	COMPUTER	MXL8330JJ6	X				
19	164663	COMPUTER	MXL8330JJS	X				
20	165574	COMPUTER	MXL83907R2	X				
21	166359	COMPUTER	2UA0020S40	X				
22	166362	COMPUTER	2UA0020S3Z	X				
23	99958	FACSIMILE MACHINE MOD 1550MC P047D5234	867540208				X	Item transferred, CHP 266 attached.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL**  
**2010 ICU PROPERTY RECORD INSPECTION REPORT**  
**Office of Legal Affairs**

ATTACHMENT B

ASSET #		DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>EQUIPMENT TO INVENTORY LIST</b>									
1	126958	DIGITAL COPIER	26300066	X					
2	130024	PRINTER	CNDX401410	X					
3	151662	PRINTER	CNRXR21059	X					
4	152161	SCANNER	CN727TR082	X					
5	154124	COMPUTER	MXL7330FBB	X					
6	164019	COPIER / PRINTER NETWORKED DIGITAL	8E016999 / 96001601	X					
7	164612	COMPUTER	MXL8330JFJ	X					
8	164652	COMPUTER	MXL8330JDQ	X					
9	166360	COMPUTER	2UA0020S3Y	X					
<b>EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)</b>									
10	139996	COMPUTER				X			Item located on-site. Transferred to command, CHP 266 and CHP 24 attached.
11	148502	PRINTER				X			Item located on-site. Transferred to command, CHP 266 and CHP 24 attached.
12	148825	LAPTOP				X			Item located on-site. Transferred to command, CHP 266 and CHP 24 attached.
13	160790	COMPUTER				X			Item located on-site. Transferred to command, CHP 266 and CHP 24 attached.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL**  
**2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Office of Legal Affairs**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>										
1	R100615	Cellular Telephone		07612855519	X					
2	R100616	Cellular Telephone		07612896663	X					Item inspected. A CHP 266 was prepared during inspection to transfer item to 001 Commissioner's Office.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
008	D1606	1183601	Y COMMANDER VEHICLES	2005	DOD	STRATUS	001

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMANDERS SIGNATURE : \_\_\_\_\_

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# SUPPORTING DOCUMENTATION

☒ Return   ☐ Repair   ☐ Transfer  
☐ Loan, return by:

**EQUIPMENT**  
**MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.**

c256 208 pdt

☐ Return ☐ Repair ☒ Transfer  
☐ Loan, return by: \_\_\_\_\_

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Office of Risk Management	009	Linda M. Fernandez	6/11/09
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Office of Legal Affairs	008	1	
SHIPPED VIA <input type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):		DRIVER'S SIGNATURE	

## EQUIPMENT

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

☐ Return ☐ Repair ☒ Transfer  
☐ Loan, return by: \_\_\_\_\_

**EQUIPMENT**  
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

Destroy Previous Editions

## STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**CREDIT MEMO - EQUIPMENT**

CHP 266 (Rev. 10-07) OPI 076

☐ Return   ☐ Repair   ☒ Transfer☐ Loan, return by:

FROM: (COMMAND NAME)

LOCATION CODE	
---------------	--

PREPARED BY

DATE \_\_\_\_\_

Office of Risk Management/DRU

009

Linda M. Fernandez

6/11/09

TO: (COMMAND NAME)

LOCATION CODE

NUMBER BOXES/PIECES IN THIS SHIPMENT	
--------------------------------------	--

Office of Legal Affairs

008

2

SHIPPED VIA

DRIVER'S SIGNATURE

☐ SSU truck    ☐ Other (specify):

## EQUIPMENT

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

**CHP NUMBER**  
(Incl. X, AF, SF, R #'s)

SERIAL NUMBER

UNIT

**DESCRIPTION**

<p><b>CHECK IF DEFECTIVE</b></p>	<p>1. <b>DEFECTIVE</b></p>
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HQ USE ONLY
STOCK SURVEY

160790

MXL8231B9C

1

Computer, Hewlett Packard, DC5800

148502

CNGXB77092

9

Printer, Laserjet 4250N

RECEIVED BY (SIGNATURE)

PRINTED NAME

Suzanne Moser

DATE \_\_\_\_\_

6/11/2009

AUTHORIZED BY

## CHP 24 (Rev. 11-00) OPI 076

**DISTRIBUTION:**  
**WHITE & YELLOW** - Return with inventory package through chain-of-command.  
**PINK** - Keep at command

DATE  
02/05/2010

TO	FROM (COMMAND)	LOCATION CODE
Fiscal Management Section, Inventory Control Unit	Office of Legal Affairs	008
DATE PHYSICAL INVENTORY PERFORMED	PERSON CONDUCTING INVENTORY	TELEPHONE NUMBER <input checked="checked" type="checkbox"/> Public
02/01/2010	Cindy Haugh	(916) 843-3110 <input type="checkbox"/> CALNET

☐ Report complete - all items located☒ Make changes listed below

**C = CORRECTION to PRINTOUT** (Check Box in Appropriate Area)

**D = DELETION**

**A = ADDITION**

**ADDITIONS ONLY** (if known)

[illegible]

**TRANSFERS** (A signed CHP 266, Credit Memo, or CHP 57, Motor Vehicle Assignment and Transfer, must be attached as documentation for each transfer)

CHP TAG NUMBER	SERIAL NUMBER	ITEM DESCRIPTION	TO LOC. CODE
160790	MXL8231B9C	Computer, Hewlett Packard, DC 5800	008
148502	CNGXB77092	Printer, Laserjet 4250N	008
148825	L3CA343	Laptop, IBM, Thinkbook R60	008
104572	USLC005605	Printer, Laserjet 5N	008
165574	MXL83907R2	Computer	008
139996	2UB5410JX2	Computer, Hewlett Packard, DC 5100	008
R100616	1762896663	8330 BlackBerry Curve Cell Phone	008
R97815	07602372404	7130e BlackBerry Cell Phone	047T
R98158	07602371944	7130e BlackBerry Cell Phone	047T

COMMANDER'S SIGNATURE

DIVISION CHIEF'S SIGNATURE